



WVClerks Desktop - Assign New Judge

This document will show you how to Assign a New Judge

Assigning a New Judge

Under the 'My Clerk' tab, you have the option to Assign New Judge. This will give all of one Judge's cases to another Judge.

Current Judge – Select the Judge that will be transferring their cases to a different judge from the drop down menu.

New Judge – Select the Judge that will be receiving all of the other Judge's cases from the drop down menu.

When both Judges have been selected, click Assign to finish, or Clear to start over.



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Assign New Judge

Warning: This operation may take several minutes to execute and should be performed only during off-peak hours.

Current Judge:

J-1013; Kathy Griffin

New Judge:

J-1999; Bob Iger

Assign

Clear

Should be performed
only during off-peak hours



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A message box will appear. This shows how many cases have been assigned to the new Judge.

The new Judge will also receive an e-mail notification for each case that has been assigned.

